

3. Personal Responsibilities

Responsibility for ensuring the training plan is compliant to all requirements and implementation is assigned to: _____

Special Responsibilities are as follows:

TRAINING TASK	ASSIGNED TO

4. Training Frequency

New employees will successfully complete training within 6 months after date of employment or assignment to a new position at facility. All employees are to receive at least annual training, including refresher courses. In the event of new assignments or changes in operation, training will be provided before the new assignment or change in operation takes place. Employees will not handle hazardous materials and/or hazardous waste without supervision until trained.

Date of last training: _____

Date of next training: _____

Additional dates for refresher courses (optional):

COURSE	DATE

5. Training Documentation

All training must be documented. Training records on current personnel shall be kept until closure of the facility. Training records on former employees shall be kept for at least three years from the date the employee last worked at the facility. Records that document that the requirements, trainings, and job experience have met must be kept and maintained.

Training records are kept: _____